

United States Bankruptcy Court - Western District of Virginia

Reference Guide

Notice of Appearance and Request for Notice

Step	Action
1	Select Bankruptcy > Other . Enter the case number - Next .
2	Verify case information - Next . Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select Notice of Appearance and Request for Notice - Next .
3	Select Browse to attach the PDF Document. Locate and verify the PDF document you wish to file. Select Open - Next . Bypass Joint Filing with other Attorney(s) - Next .
4	At Select the Party screen highlight party or Add/Create New Party . <ul style="list-style-type: none">• Search by SSN/ITIN or type last name in Last/Business name field - Search. Highlight and Select name from list OR• If no match found - Create New Party.• Type information in appropriate fields and select party role - Submit.• The party should be highlighted - Next.
5	Create the attorney/party association by clicking in the check box. This establishes the link for electronic noticing - Next .
	Verify Docket Text and Modify as Appropriate - continue docketing - the Notice of Electronic Filing screen appears and your transaction is complete. Next step is to add the party to the case through Creditor Maintenance.
	CREDITOR MAINTENANCE
1	Select Bankruptcy > Creditor Maintenance > Enter Individual Creditors to add the party. Verify case number - Next .
2	Enter name and address - Next . Add Creditor(s) Screen displays showing number of creditors entered - Submit . Transaction is Complete.